

# LISA H. SEON

3113 MELROSE COURT, WILMETTE, IL 60091  
☎ MOBILE 847.772.2422 ☎ SEONLISA[AT]GMAIL.COM

## SKILLS

- Customer service oriented, pro-active, seeks new opportunities, committed to learning and growing, highly organized, detail oriented, efficient, motivated, multi-tasker, adaptable
- Highly proficient in Windows, Mac and Blackberry platforms
- Languages: Korean, Spanish, conversational Italian

## EXPERIENCE

**Albany Park Community Center**, Chicago, IL ☎ *Business Intern*, September 2009 – January 2010

- Designed a survey that was utilized as a tool to gather critical business-to-business data
- Compiled critical community data and presented to city officials
- Created and maintained a monthly community newsletter
- Free-lanced for the 2010 Korean American Day Cultural Celebration

**Urbanbelly, LLC**, Chicago, IL ☎ *Operations Manager*, Summer 2008 & 2009

Implemented and managed all facets of a new restaurant opening:

- Determined short and long term strategy for new “hybrid” concept restaurant
- Purchased and integrated Point of Sales (POS) system, based on business requirements
- Developed kitchen inventory process, enabling kitchen staff to accurately purchase goods
- Trained and mentored new staff

**Le Lan**, Chicago, IL ☎ *Restaurant Intern*, December 2007 – January 2008

- Managed reservations, supervised coat check and directed patrons during peak business hours
- Organized administrative paperwork and created customized menus for special occasions
- Oversaw front of the house duties and contributed to the back of the house responsibilities

**Oishi Sushi**, Syracuse, NY ☎ *Waitress*, September 2007 – December 2007

- Clarified communication between employees with limited English and patrons
- Executed phone orders and delegated responsibilities to new staff
- Improved customer service for new restaurant

**Inn Complete**, Syracuse, NY ☎ *Kitchen Assistant*, August 2007 – December 2007

- Prepared menu items, gained knowledge of all food stations and expedited food orders
- Worked collaboratively under pressure and organized the kitchen

## EDUCATION

**Syracuse University, College of Human Ecology**, Syracuse, NY  
*Bachelor of Science, Hospitality Management*, completed May 2009

## ACCREDITATIONS & EXTRA CURRICULARS

**Department of Hospitality Management Culinary Excellence Award**, Syracuse, NY  
*Certificate of Recognition*, 2009

**College of Human Ecology Dean’s List**, Syracuse, NY  
2007-2008

**Nutrition and Hospitality Management Enterprise (NHME)**, Syracuse, NY  
*Director of Marketing*, September 2007 – May 2009

**ServSafe Certification**, Syracuse, NY  
*Certified*, December 2007

**Korean American Student Assoc. (KASA) Big Sibling Mentorship Program**, Syracuse, NY  
*Mentor*, September 2006 – May 2009

**OrangeSeeds: First-Year Student Leadership Empowerment Program**, Syracuse, NY  
*Member*, 2005 – 2006; *Mentor* 2006 – 2007